Chapter 2 Procedures

Function
Overview

This section describes the key events to establish, maintain and inquire installation table records used for identifying all required processing codes, dates, standards, etc., used by AGPS.

This database provides the system with various tables and counters that are used extensively throughout the system. Most of these tables are all maintainable and because of their impact on the operation of the system, it is strongly suggested that maintenance be the responsibility of the System Administrator.

The installation database includes information used by other AGPS processes. Though this information is not directly entered as a part of the purchasing process, this information is essential in the purchasing process. Access to AGPS and records and authority to change certain data elements are controlled by the Access and Authority Table (BAAT). Non-working days (weekends and holidays) are recorded in the Holiday Table (BHOL). This table is used to prevent key schedule events from being scheduled on non-working days. Critical counters and other data are loaded in the Installation Table (BINS). Reciprocity states are identified in the Reciprocity Code Table (BRCP). Bid regions and delivery regions are loaded in the Region Table (BREG). The procurement lead time necessary for processing purchasing documents are loaded into the Standards Table (BSTD). Code interpretations are loaded into and retrieved from the Tables Table (BTAB).

Maintenance of the Installation Database is restricted to the System Administrator. Access to the Installation Database is also restricted to the System Administrator except for the Tables Table (BTAB). Most users should be given inquiry access to the Tables Table.

1 ADD/CHANGE ACCESS AUTHORITY RECORDS

1.1 Add Access Authority Table

Overview   The AGPS System Administrator has the responsibility to establish access authority tables by user identification allowing users access to AGPS, providing authority to process certain screens, providing access to agency records and authorizing maintenance of the agency records. This is accomplished by use of BAAT.

Inputs   **!**   Required user ID (identification)

           !   Required authorization indicator

           !   Required agency code(s)

           !   Required maintenance authorization indicator

Outputs   **!**   Updated BAAT Table

**Completing
The Procedure**

Cross-Reference   Steps

          1.   Determine AGPS user requirements, authorization, agency access and maintenance authority. This may be accomplished by the following method(s).

              a.   You may perform a survey of all agencies or a specific agency to determine user access requirements.

              b.   You may, instead of a survey, wait until an agency identifies a user access requirement to establish Access Authority Table record(s) then add the requirement with BAAT.

SCTY 4: STAB   **User ID** must exist in STAB Table.

AGCY 4: AGCY   Agency must be valid and active record in the AGCY Table.

          2.   Add BAAT record data into AGPS.

INST 4: BAAT   a.   If you are not in the BAAT screen, type **BAAT** in the Function Line and press RETURN/ENTER.

Cross-Reference   Steps

       b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data fields should be cleared and **ADD** inserted in Function Line.

       c.   Using the TAB key move to User-ID field and type desired user ID.

       d.   Using the TAB key move to Name field and type desired user ID name.

       e.   Using the TAB key move to Executive Agcy field and type desired executive agency code.

       f.   Using the TAB key move to first available Agency field and type desired agency code. Repeat step for each agency to be added.

       g.   Using the TAB key move to corresponding (Agency) Maintain field and type desired maintenance authorization (**Y/N**). Repeat step for each agency specified.

3.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.2 Establish Screen Processing Authorization

Overview   The AGPS System Administrator has the capability to establish screen processing authority for users. Without this authorization, in certain screens, the user may not be allowed to update record status. This is accomplished by use of BAAT.

Inputs   **!**   Required user ID (identification)

         !   Required maintenance authorization

Outputs   **!**   Updated BAAT Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine AGPS user processing authority requirements. This may be accomplished by the following method(s).

   a.   You may perform a survey of all agencies or a specific agency to determine user processing requirements.

   b.   You may, instead of a survey, wait until an agency identifies a user processing requirement to establish Access Authority Table record(s) then add the requirement with BAAT.

2.   Add BAAT record data into AGPS.

INST 4: BAAT   a.   If you are not in the BAAT screen, type **BAAT** in the Function Line and press RETURN/ENTER. 2b - 2p should only be entered if that user is to be authorized to process and maintain those types of records. The system default is N.

   NOTE: User should already be in the ADD mode.

   b.   Using the TAB key move to Universal Auth field and type maintenance authorization indicator.

   c.   Using the TAB key move to Text Auth field and type maintenance authorization indicator.

   d.   Using the TAB key move to Vend Auth field and type maintenance authorization indicator.

Cross-Reference   Steps

     e.   Using the TAB key move to Comm Auth field and type maintenance authorization indicator.

     f.   Using the TAB key move to BAPV Auth field and type maintenance authorization indicator.

     g.   Using the TAB key move to KENT Auth field and type maintenance authorization indicator.

     h.   Using the TAB key move to PAPV Auth field and type maintenance authorization indicator.

     i.   Using the TAB key move to BLBL Auth field and type maintenance authorization indicator.

     j.   Using the TAB key move to OWLK Auth field and type maintenance authorization indicator.

     k.   Using the TAB key move to XWLK Auth field and type maintenance authorization indicator.

     l.   Using the TAB key move to KINV Auth field and type maintenance authorization indicator.

     m.   Using the TAB key move to OPAY Auth field and type maintenance authorization indicator.

     n.   Using the TAB key move to KLDL Auth field and type maintenance authorization indicator.

     o.   Using the TAB key move to MVBL Auth field and type maintenance authorization indicator.

     p.   Using the TAB key move to ARCH Auth field and type maintenance authorization indicator.

     q.   Using the TAB key move to KAMD Auth field and type maintenance authorization indicator.

3.   Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error

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<u>Cross-Reference</u>   <u>Steps</u>

            conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.3 Change Access Authority Table

Overview   The AGPS System Administrator has the capability to change user access authority. This is accomplished by use of BAAT.

Inputs   **!**   Required user ID (identification)

             !   Required changes to authorization

Outputs   **!**   Updated BAAT Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine AGPS user access authority requirements changes. This may be accomplished by the following method(s).

       a.   You may perform a survey of all agencies or a specific agency to determine user access authority requirements change(s).

       b.   You may, instead of a survey, wait until an agency identifies a user access authority requirement change(s) to update the Access Authority Table record(s) with BAAT.

2.   Change BAAT record data in AGPS.

INST 4: BAAT   a.   If you are not in the BAAT screen, type **BAAT** in the Function Line and press RETURN/ENTER.

       b.   Type **INQUIRE** in the Function Line.

       c.   Using the TAB key move to User-ID field and type desired user ID.

       d.   Press RETURN/ENTER. Requested record should be displayed.

3.   Type **CHANGE** in the Function Line.

       a.   Using the TAB key move to Name field and type desired user ID name change.

       b.   Using the TAB key move to Executive Agcy field and type desired executive agency code change.

Cross-Reference   Steps
_____   _____

NOTE: 3c - 3r should only be entered if that user is to be authorized to process
      and maintain those types of records.

c.   Using the TAB key move to Universal Auth field and type desired
authorization change.

d.   Using the TAB key move to Text Auth field and type desired
authorization change.

e.   Using the TAB key move to Vend Auth field and type desired
authorization change.

f.   Using the TAB key move to Comm Auth field and type desired
authorization change.

g.   Using the TAB key move to BAPV Auth field and type desired
authorization change.

h.   Using the TAB key move to KENT Auth field and type desired
authorization change.

i.   Using the TAB key move to PAPV Auth field and type desired
authorization change.

j.   Using the TAB key move to BLBL Auth field and type desired
authorization change.

k.   Using the TAB key move to OWLK Auth field and type desired
authorization change.

l.   Using the TAB key move to XWLK Auth field and type desired
authorization change.

m.   Using the TAB key move to KINV Auth field and type desired
authorization change.

n.   Using the TAB key move to OPAY Auth field and type desired
authorization change.

o.   Using the TAB key move to KLDL Auth field and type desired
authorization change.

Cross-Reference   Steps

       p.   Using the TAB key move to MVBL Auth field and type desired authorization change.

       q.   Using the TAB key move to ARCH Auth field and type desired authorization change.

       r.   Using the TAB key move to KAMD Auth field and type desired authorization change.

       s.   Using the TAB key move to desired Agency field and type desired agency code change. Repeat step for each agency to be changed.

       t.   Using the TAB key move to desired (Agency) Maintain field and type desired maintenance authorization change (**Y/N**). Repeat step for each maintenance authorization to be changed.

4.   Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.4 Delete Access Authority Table

Overview   The AGPS System Administrator has the capability to delete user access authority that is invalid or no longer required. This is accomplished by use of BAAT.

Inputs   !   Required user ID (identification)

Outputs   !   Updated BAAT Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine AGPS user access authority to be deleted. This may be accomplished by the following method(s).

   a.   You may perform a survey of all agencies or a specific agency to determine user access authority requirement(s) to be deleted.

   b.   You may, instead of a survey, wait until an agency identifies a user access authority requirement to be deleted to update the Access Authority Table record(s) with BAAT.

2.   Delete BAAT record in AGPS.

INST 4: BAAT   a.   If you are not in the BAAT screen, type **BAAT** in the Function Line and press RETURN/ENTER.

   b.   Type **INQUIRE** in the Function Line.

   c.   Using the TAB key move to User-ID field and type desired user ID.

   d.   Press RETURN/ENTER. Requested record should be displayed.

3.   Type **DELETE** in the Function Line.

4.   Press RETURN/ENTER.

   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.5 Inquire Access Authority Table

Overview   The AGPS System Administrator has the capability to inquire user access authority records. This is accomplished by use of BAAT.

Inputs   **!**   Required user ID (identification)

Outputs   **!**   Display of requested BAAT Table record

**Completing
The Procedure**

Cross-Reference   Steps

        1.   Determine AGPS user access authority to be inquired.

        2.   Inquire BAAT record in AGPS.

INST 4: BAAT   a.   If you are not in the BAAT screen, type **BAAT** in the Function Line and press RETURN/ENTER.

                b.   Type **INQUIRE** in the Function Line.

                c.   Using the TAB key move to User-ID field and type desired user ID.

        3.   Press RETURN/ENTER.

           NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

2 ADD/CHANGE HOLIDAY RECORDS

2.1 Add Holiday Table

Overview   The AGPS System Administrator has the responsibility to establish non-work days for processing in AGPS. This is accomplished by use of BHOL.

Inputs   **!**   Required calendar year

              !   Required non-work Julian day

Outputs   **!**   Updated BHOL Table

Completing
The Procedure

Cross-Reference   Steps

        1.   Determine AGPS non-work day requirements.

        2.   Add BHOL record data into AGPS.

INST 4: BHOL   a.   If you are not in the BHOL screen, type **BHOL** in the Function Line and press RETURN/ENTER.

                  b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data fields should be cleared and **ADD** inserted in Function Line.

                  c.   Using the TAB key move to first available Calendar Year field and type desired calendar year. Repeat step for each calendar year to be added or for corresponding Julian date.

                  d.   Using the TAB key move to corresponding Non-Work Julian Date field and type desired Julian date. Repeat step for each Julian date to be added or for corresponding calendar year.

        3.   Press RETURN/ENTER.

                NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.2 Delete Holiday Table

Overview   The AGPS System Administrator has the capability to delete invalid non-work days for
                     processing in AGPS. This is accomplished by use of BHOL.

Inputs   **!**   Required calendar year to be deleted

                     !   Required non-work Julian day to be deleted

Outputs   **!**   Updated BHOL Table

**Completing
The Procedure**

Cross-Reference   Steps

                     1.   Determine AGPS non-work day(s) to be deleted.

                     2.   Delete BHOL record data in AGPS.

INST 4: BHOL   a.   If you are not in the BHOL screen, type **BHOL** in the Function Line and
                                     press RETURN/ENTER.

                            b.   Type **INQUIRE** in the Function Line.

                            c.   Using the TAB key move to first Calendar Year field and type desired
                                     calendar year.

                            d.   Using the TAB key move to first Non-Work Julian Date field and type
                                     desired julian date.

                            e.   Press RETURN/ENTER. Requested calendar year and Julian date should
                                     be displayed.

                     3.   Type **DELETE** in the Function Line. If entire record is to be deleted, proceed to
                              step 4.

                            a.   Using the TAB key move to Calendar Year field that is not to be deleted
                                     and blank out calendar year. If entry is not spaced out, entry will be
                                     deleted.

                            b.   Using the TAB key move to Non-Work Julian Date field that is not to be
                                     deleted and blank out Julian date. If entry is not spaced out, entry will be
                                     deleted.

Cross-Reference   Steps

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.3 Inquire Holiday Table

Overview   The AGPS user has the capability to inquire holiday table records. This is accomplished by use of BHOL.

Inputs   **!**   Required calendar year

                   !   Required non-work Julian day

Outputs   **!**   Display of requested BHOL Table record

**Completing
The Procedure**

Cross-Reference		Steps
	1.	Determine AGPS non-work day(s) to be inquired.
	2.	Inquire BHOL record data in AGPS.
INST 4: BHOL	a.	If you are not in the BHOL screen, type **BHOL** in the Function Line and press RETURN/ENTER.
	b.	Type **INQUIRE** in the Function Line.
	c.	Using the TAB key move to first Calendar Year field and type desired calendar year.
	d.	Using the TAB key move to first Non-Work Julian Date field and type desired Julian date.
	3.	Press RETURN/ENTER.

                NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested holiday table record.

3 ADD/CHANGE RECIPROCITY CODE RECORDS

3.1 Add Reciprocity Code Table

Overview The AGPS System Administrator has the responsibility to establish reciprocity code table records for processing in AGPS. This is accomplished by use of BRCP.

Inputs

!   Required state code

!   Required sequence number

!   Preference statement

Outputs

!   Updated BRCP Table

**Completing
The Procedure**

Cross-Reference	Steps
	1. Determine AGPS reciprocity code requirements. This may be accomplished by determining all states that participate as reciprocity states and any preference associated with them.
INST 4: BTAB	**State Code** must be valid entry in BTAB Table ST (State Code). **Seq No** must be a numeric value.
	2. Add BRCP record data into AGPS.
INST 4: BRCP	a. If you are not in the BRCP screen, type **BRCP** in the Function Line and press RETURN/ENTER. b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data fields should be cleared and **ADD** inserted in Function Line. c. Using the TAB key move to State Code field and type desired state code. d. Using the TAB key move to Seq No field and type desired sequence number.

Cross-Reference   Steps

        e.   Using the TAB key move to Preference Statement field and type desired preference statement.

3.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.2 Delete Reciprocity Code Table

Overview   The AGPS System Administrator has the capability to delete invalid reciprocity code table records for processing in AGPS. This is accomplished by use of BRCP.

Inputs   **!**   Required state code to be deleted

     !   Required sequence number to be deleted

Outputs   **!**   Updated BRCP Table

**Completing
The Procedure**

Cross-Reference	Steps

1.   Determine AGPS reciprocity code(s) to be deleted.

2.   Delete BRCP record data in AGPS.

INST 4: BRCP

    a.   If you are not in the BRCP screen, type **BRCP** in the Function Line and press RETURN/ENTER.

    b.   Type **INQUIRE** in the Function Line.

    c.   Using the TAB key move to State Code field and type desired state code.

    d.   Using the TAB key move to Seq No field and type desired sequence number.

    e.   Press RETURN/ENTER. Requested record should be displayed.

3.   Type **DELETE** in the Function Line. If entire record is to be deleted, proceed to step 4.

    a.   Using the TAB key move to Seq No field that is not to be deleted and space out that sequence number. If not spaced out, entry will be deleted.

4.   Press RETURN/ENTER.

Cross-Reference   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error
messages at the bottom of the transaction screen. Clear the error
conditions identified and press RETURN/ENTER. If no error(s) exists,
AGPS will display 'UPDATE SUCCESSFUL'.

3.3 Inquire Reciprocity Code Table

Overview   The AGPS User has the capability to inquire reciprocity code table records in AGPS. This is accomplished by use of BRCP.

Inputs   **!**   Required state code

                    !   Required Seq No (optional)

Outputs   **!**   Display of requested BRCP Table record

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine AGPS reciprocity code(s) to be inquired.

                    2.   Inquire BRCP record data in AGPS.

INST 4: BRCP   a.   If you are not in the BRCP screen, type **BRCP** in the Function Line and press RETURN/ENTER.

                              b.   Type **INQUIRE** in the Function Line.

                              c.   Using the TAB key move to State Code field and type desired state code.

                              d.   Using the TAB key move to Seq No field and type desired sequence number. May be left blank and first sequence number in record for that state code will be displayed.

                    3.   Press RETURN/ENTER.

                              NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested regions code record.

4 ADD/CHANGE REGION CODE RECORDS

4.1 Add Regions Code Table

Overview The AGPS System Administrator has the responsibility to establish regions code table records for processing in AGPS. This is accomplished by use of BREG.

Inputs ! Required region code

! Required parish code

Outputs ! Updated BREG Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine AGPS regions code requirements. This may be accomplished by the following method(s).

   a. You may perform a survey of all agencies or a specific agency to determine bid/performance region requirements.

   b. You may, instead of a survey, wait until an agency identifies a bid/performance region requirement to establish Regions Code Table record(s) then add the requirement with BREG.

INST 4: BTAB **Region Code** must be valid entry in BTAB Table GC (GEO Bid Code).

Parish Code must be valid entry in BTAB Table CC (Parish Code).

2. Add BREG record data into AGPS.

INST 4: BREG a. If you are not in the BREG screen, type **BREG** in the Function Line and press RETURN/ENTER.

   b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data fields should be cleared and **ADD** inserted in Function Line.

Cross-Reference   Steps

            c.   Using the TAB key move to Region Code field and type desired region code.

            d.   Using the TAB key move to first available Parish Code field and type desired parish code. Repeat step for each parish code to be added for specified region code.

3.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.2 Delete Regions Code Table

Overview   The AGPS System Administrator has the capability to delete invalid regions code table records for processing in AGPS. This is accomplished by use of BREG.

Inputs   !   Required region code to be deleted

            !   Required parish code to be deleted

Outputs   !   Updated BREG Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine AGPS regions code(s) to be deleted. This may be accomplished by the following method(s).

    a. You may perform a survey of all agencies or a specific agency to determine bid/performance region delete requirements.

    b. You may, instead of a survey, wait until an agency identifies a bid/performance region delete requirement to delete Regions Code Table record(s) then delete the record with BREG.

2. Delete BREG record data in AGPS.

INST 4: BREG

         a. If you are not in the BREG screen, type **BREG** in the Function Line and press RETURN/ENTER.

         b. Type **INQUIRE** in the Function Line.

         c. Using the TAB key move to Region Code field and type desired region code.

         d. Using the TAB key move to first available Parish Code field and type desired parish code.

         e. Press RETURN/ENTER. Requested record should be displayed.

3. Type **DELETE** in the Function Line. If entire record is to be deleted, proceed to step 4.

Cross-Reference   Steps

         a.   Using the TAB key move to Parish Code field that is not to be deleted and space out parish code. If not spaced out, entry will be deleted.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.3 Inquire Regions Code Table

Overview   The AGPS User has the capability to inquire regions code table records in AGPS. This is accomplished by use of BREG.

Inputs   **!**   Required region code

                             !   Required parish code (optional)

Outputs   **!**   Display of requested BREG Table record

**Completing
The Procedure**

Cross-Reference	Steps

1.   Determine AGPS regions code(s) to be inquired.

2.   Inquire BREG record data in AGPS.

INST 4: BREG

        a.   If you are not in the BREG screen, type **BREG** in the Function Line and press RETURN/ENTER.

        b.   Type **INQUIRE** in the Function Line.

        c.   Using the TAB key move to Region Code field and type desired region code.

        d.   Using the TAB key move to first available Parish Code field and type desired parish code. May be left blank and first parish code in record for that region code will be displayed in the first line.

3.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested regions code record.

5 ADD/CHANGE SCHEDULING STANDARDS RECORDS

5.1 Add Standards Table

Overview   The AGPS System Administrator has the responsibility to establish standards table records for processing in AGPS. This is accomplished by use of BSTD.

Inputs   **!**   Required document type

          !   Required nature of purchase

          !   Required number of days for each processing function listed

Outputs   **!**   Updated BSTD Table

**Completing
The Procedure**

Cross-Reference   Steps

          1.   Determine AGPS standards requirements. This may be accomplished by the following method(s).

                    a.   You may perform a survey of all past purchase requirements to develop processing standards.

                    b.   You may, instead of a survey, establish ad-hoc standards then wait until actual processing identifies a different requirement for Standards Table record(s).

INST 4: BTAB   **Document Type** must be valid entry in BTAB Table DT (Document Type).

          Nature of Purchase must be valid entry in BTAB Table NP (Nature of Purchase).

          2.   Add BSTD record data into AGPS.

INST 4: BSTD   a.   If you are not in the BSTD screen, type **BSTD** in the Function Line and press RETURN/ENTER.

          b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data fields should be cleared and **ADD** inserted in Function Line.

Cross-Reference   Steps

    c.   Using the TAB key move to Document Type field and type desired document type.

    d.   Using the TAB key move to Nature of Purchase field and type desired nature of purchase.

    e.   Using the TAB key move to Days to Purchasing field and type desired days to purchasing.

    f.   Using the TAB key move to Days to Request Funds field and type desired days to request funds.

    g.   Using the TAB key move to Days to Assign Buyer field and type desired days to assign buyer.

    h.   Using the TAB key move to Days to Assign Solicitation field and type desired days to assign solicitation.

    i.   Using the TAB key move to Days to Issue Solicitation field and type desired days to issue solicitation.

    j.   Using the TAB key move to Days to Open Solicitation field and type desired days to open solicitation.

    k.   Using the TAB key move to Days to Begin Evaluation field and type desired days to begin evaluation.

    l.   Using the TAB key move to Days to Award Document field and type desired days to award document.

    m.   Using the TAB key move to Days to Distribute Document field and type desired days to distribute document.

    n.   Using the TAB key move to Days to Issue NOA field and type desired days to issue NOA.

    3.   Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5.2 Change Standards Table

Overview   The AGPS System Administrator has the capability to change standards table records for processing in AGPS. This is accomplished by use of BSTD.

Inputs   **!**   Required document type

                     !   Required nature of purchase

                     !   Required changes to number of days for each processing function listed

Outputs   **!**   Updated BSTD Table

**Completing
The Procedure**

Cross-Reference   Steps

                     1.   Determine AGPS standards change requirements. This may be accomplished by the following method(s).

                                 a.   You may perform a survey of recent purchase requirements to develop changes to processing standards.

                                 b.   You may, instead of a survey, wait until actual processing identifies a change requirement to Standards Table record(s).

                     2.   Change BSTD record data in AGPS.

INST 4: BSTD   a.   If you are not in the BSTD screen, type **BSTD** in the Function Line and press RETURN/ENTER.

                                 b.   Type **INQUIRE** in the Function Line.

                                 c.   Using the TAB key move to Document Type field and type desired document type.

                                 d.   Using the TAB key move to Nature of Purchase field and type desired nature of purchase.

                                 e.   Press RETURN/ENTER. Requested record should be displayed.

                     3.   Type **CHANGE** in the Function Line.

Cross-Reference   Steps

          a.   Using the TAB key move to Days to Purchasing field and type desired days to purchasing change.

          b.   Using the TAB key move to Days to Request Funds field and type desired days to request funds change.

          c.   Using the TAB key move to Days to Assign Buyer field and type desired days to assign buyer change.

          d.   Using the TAB key move to Days to Assign Solicitation field and type desired days to assign solicitation change.

          e.   Using the TAB key move to Days to Issue Solicitation field and type desired days to issue solicitation change.

          f.   Using the TAB key move to Days to Open Solicitation field and type desired days to open solicitation change.

          g.   Using the TAB key move to Days to Begin Evaluation field and type desired days to begin evaluation change.

          h.   Using the TAB key move to Days to Award Document field and type desired days to award document change.

          i.   Using the TAB key move to Days to Distribute Document field and type desired days to distribute document change.

          j.   Using the TAB key move to Days to Issue NOA field and type desired days to issue NOA change.

    4.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5.3 Delete Standards Table

Overview   The AGPS System Administrator has the capability to delete invalid standards table records
                       for processing in AGPS. This is accomplished by use of BSTD.

Inputs   !   Required document type to be deleted

                  !   Required nature of purchase to be deleted

Outputs   !   Updated BSTD Table

**Completing
The Procedure**

Cross-Reference   Steps

                  1.   Determine AGPS standards to be deleted. This may be accomplished by the
                        following method(s).

                        a.   You may perform a survey of recent purchase requirements to determine
                              standards to be deleted.

                        b.   You may, instead of a survey, wait until actual processing identifies a
                              Standards Table record(s) that are invalid.

                  2.   Delete BSTD record data in AGPS.

INST 4: BSTD   a.   If you are not in the BSTD screen, type **BSTD** in the Function Line and
                              press RETURN/ENTER.

                        b.   Type **INQUIRE** in the Function Line.

                        c.   Using the TAB key move to Document Type field and type desired
                              document type.

                        d.   Using the TAB key move to Nature of Purchase field and type desired
                              nature of purchase.

                        e.   Press RETURN/ENTER. Requested record should be displayed.

                  3.   Type **DELETE** in the Function Line.

                  4.   Press RETURN/ENTER.

Cross-Reference	Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5.4 Inquire Standards Table

Overview   The AGPS user has the capability to inquire standards table records in AGPS. This is accomplished by use of BSTD.

Inputs   **!**   Required document type

                        !   Required nature of purchase

Outputs   **!**   Display of requested BSTD Table record

**Completing
The Procedure**

Cross-Reference   Steps

                        1.   Determine AGPS standards to be inquired.

                        2.   Inquire BSTD record data in AGPS.

INST 4: BSTD   a.   If you are not in the BSTD screen, type **BSTD** in the Function Line and press RETURN/ENTER.

                                 b.   Type **INQUIRE** in the Function Line.

                                 c.   Using the TAB key move to Document Type field and type desired document type.

                                 d.   Using the TAB key move to Nature of Purchase field and type desired nature of purchase.

                        3.   Press RETURN/ENTER.

                                 NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested standards record.

6 ADD/CHANGE TABLES TABLE RECORDS

6.1 Add Tables Table

Overview   The AGPS System Administrator has the responsibility to establish the tables table records identifying all codes used for processing in AGPS. This is accomplished by use of BTAB.

Inputs   **!**   Required table type

                    !   Required table entry

                    !   Required title

Outputs   **!**   Updated BTAB Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine AGPS tables table requirements. This may be accomplished by the following method(s).

      a.   You may perform a survey of all processing codes required for processing in AGPS.

      b.   You may, instead of a survey, establish known processing then wait until actual processing identifies additional processing code requirements for Tables Table record(s).

INST 4: BTAB   **Table Type** must be valid entry in BTAB Table TT (Type Table).

2.   Add BTAB Table TT record data into AGPS.

INST 4: BTAB   a.   If you are not in the BTAB screen, type **BTAB** in the Function Line and press RETURN/ENTER.

                      b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data fields should be cleared and **ADD** inserted in Function Line.

                      c.   Using the TAB key move to Type Table field and type **TT**.

Cross-Reference	Steps

    d.   Using the TAB key move to first available Table Entry field and type desired table entry.

    e.   Using the TAB key move to first available corresponding Title field and type desired title.

3.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

To add tables table data for tables identified in BTAB Table TT proceed to step 4.

4.   Add BTAB record data into AGPS.

INST 4: BTAB

    a.   If you are not in the BTAB screen, type **BTAB** in the Function Line and press RETURN/ENTER.

    b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data fields should be cleared and **ADD** inserted in Function Line.

    c.   Using the TAB key move to Type Table field and type desired table type.

    d.   Using the TAB key move to first available Table Entry field and type desired table entry.

    e.   Using the TAB key move to first available corresponding Title field and type Title.

5.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

6.2 Change Tables Table

Overview   The AGPS System Administrator has the capability to change tables table records used for processing in AGPS. This is accomplished by use of BTAB.

Inputs   **!**   Required table type

                        !   Required table entry

                        !   Required change to title

Outputs   **!**   Updated BTAB Table

**Completing
The Procedure**

Cross-Reference   Steps

                        1.   Determine AGPS tables table change requirements. This may be accomplished by the following method(s).

                                a.   You may perform a survey of all processing codes required for processing in AGPS to identify change(s) in titles.

                                b.   You may, instead of a survey, wait until actual processing identifies requirements for change of Tables Table record(s) data.

INST 4: BTAB   **Table Type** must be valid entry in BTAB Table TT (Type Table) and key to a valid table record in BTAB.

                        2.   Change BTAB record data in AGPS.

INST 4: BTAB   a.   If you are not in the BTAB screen, type **BTAB** in the Function Line and press RETURN/ENTER.

                        b.   Type **INQUIRE** in the Function Line.

                        c.   Using the TAB key move to Type Table field and type desired table type.

                        d.   Using the TAB key move to first available Table Entry field and type desired table entry.

Cross-Reference   Steps

            e.   Press RETURN/ENTER. Requested record and table entry should be displayed.

3.   Type **CHANGE** in the Function Line.

            a.   Using the TAB key move to desired Title field and type desired title change.

4.   Press RETURN/ENTER.

            NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

6.3 Delete Tables Table

Overview

The AGPS System Administrator has the capability to delete tables table records no longer used or required for processing in AGPS. This is accomplished by use of BTAB.

Inputs

   !   Required table type for delete

   !   Required table entry for delete

Outputs

   !   Updated BTAB Table

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine AGPS tables table or table entry to be deleted. This may be accomplished by the following method(s).

    a. You may perform a survey of all processing codes required for processing in AGPS to identify data to be deleted.

    b. You may, instead of a survey, wait until actual processing identifies requirements for delete of Tables Table record(s) data.

INST 4: BTAB

    Table Type must be valid entry in BTAB Table.

    Table Entry must be valid entry in BTAB Type Table specified.

2. Delete BTAB record data in AGPS.

INST 4: BTAB

    a. If you are not in the BTAB screen, type **BTAB** in the Function Line and press RETURN/ENTER.

    b. Type **INQUIRE** in the Function Line.

    c. Using the TAB key move to Type Table field and type desired table type.

    d. Using the TAB key move to first available Table Entry field and type desired table entry.

    e. Press RETURN/ENTER. Requested record and table entry should be displayed.

Cross-Reference   Steps

3.   Type **DELETE** in the Function Line. If entire record is to be deleted, proceed to
        step 4.

        a.   Using the TAB key move to desired Table Entry field that is not to be
                deleted and spaces out entry. If not spaced out, entry will be deleted for
                that Type Table.

4.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error
               messages at the bottom of the transaction screen. Clear the error
               conditions identified and press RETURN/ENTER. If no error(s) exists,
               AGPS will display 'UPDATE SUCCESSFUL'.

6.4 Inquire Tables Table

Overview   The AGPS user has the capability to inquire tables table data for processing in AGPS. This is accomplished by use of BTAB.

Inputs   **!**   Required table type

                      !   Required table entry

Outputs   **!**   Display of requested BTAB Table record

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine AGPS tables table to be inquired.

INST 4: BTAB   **Table Type** must be valid entry in BTAB Table.

                              Table Entry must be valid entry in BTAB Type Table specified.

                      2.   Inquire BTAB record data in AGPS.

INST 4: BTAB   a.   If you are not in the BTAB screen, type **BTAB** in the Function Line and press RETURN/ENTER.

                              b.   Type **INQUIRE** in the Function Line.

                              c.   Using the TAB key move to Type Table field and type desired table type.

                              d.   Using the TAB key move to first available Table Entry field and type desired table entry.

                      3.   Press RETURN/ENTER.

                              NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested Tables Table record.

7 INQUIRE INSTALLATION TABLE RECORDS

7.1 Inquire Installation Tables

Overview   The AGPS user has the capability to inquire and view installation tables data with the use of various screens and keys in addition to those already identified.

Inputs   **!**   Required inquiry screen

                !   Required key(s)

Outputs   **!**   Display of requested data

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine data to be viewed and the screen to be used.

2.   Inquire desired record data in AGPS.

        a.   If you are not in the desired screen, type **desired screen identifier** in the Function Line and press RETURN/ENTER.

        NOTE: Data should be formatted to the screen without further action. If the user is not certain correct data is being viewed, continue.

        b.   Type **INQUIRE** in the Function Line.

        c.   Using the TAB key move to required key field(s) and type desired key(s).

3.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record and data.

        Screens provided for inquiry of the Installation Tables is as follows.

Cross-Reference   <u>Steps</u>

INST 4: BINS   **BINS**   - This screen is used to inquire reference data pertaining to standard dates and numbering sequences. Key is installation name.

INST 4: BIN2   **BIN2**   - This screen is used to inquire reference data pertaining to global dollar thresholds and processing limits. Key is installation name.

INST 4: BIN3   **BIN3**   - This screen is used to inquire reference data pertaining to the file numbering sequences for each buying unit, and for limitations for on-line purchase orders.

INST 4: BRGI   **BRGI**   - This screen is used to inquire reference data pertaining to GEO bid code regions by parish code. Key is parish code and region code.